

# **CITY OF ROSWELL, NM**

## **PRE-EMPLOYMENT RELEASE AND WAIVER**

I understand that any final hiring decision is contingent upon satisfactory checks of references, verification of qualifications and satisfactory results of a medical exam and drug screen, if required by the City of Roswell.

I hereby authorize any authorized representative of the City of Roswell bearing this release or a copy thereof to obtain information contained in any file, Motor Vehicle Record (MVR), driving or traffic reports, computer bank, or other compilation system relating to former employment, educational, consumer reports, including credit reports obtained through a consumer reporting agency, or criminal history information matters. This waiver extends to any and all information possessed by an educational institution or former employers. It also extends to any and all information possessed by local, state, or federal law enforcement agency which retains criminal history information. It extends also to any and all information compiled in the internal affairs or disciplinary records of any law enforcement agency wherein I have been accused of misconduct, whether sustained or not. I am aware that if I am denied employment based on a report by a consumer reporting agency, the City will furnish the name and address of such agency upon my written request.

I understand that if I am hired for the position for which I am applying this release is good for the term of my employment with the City of Roswell. I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the use of the City of Roswell.

Consent is granted for the City of Roswell to furnish the information described above to third parties in the course of fulfilling its official responsibilities. A photocopy or facsimile copy of this release form will be valid as an original thereof, even though the said photocopy or facsimile contains a copy of my signature.

I hereby authorize and release from all liability, without reservation, City of Roswell, and its agents and employees, any current or previous employer, administrator, institution, information service bureau, credit bureau, employer, employee, insurance company, person, or persons gathering or furnishing the above mentioned information during the course of my background investigation.

I understand that the information released is for use by the City of Roswell in determining my suitability for employment. I also agree that any information obtained by the City of Roswell pursuant to this Authorization shall become and remain in the property of the City of Roswell. I hereby waive any right to receive a copy of information provided to the City of Roswell in connection with my application for employment.

The execution of this release is voluntary. However, if the City of Roswell is unable to secure the requested information, I understand that my application for employment may not continue to be processed.

I have read and understand the above statement.

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

Date of Birth: \_\_\_\_\_

Social Security # \_\_\_\_\_

\_\_\_\_\_  
Date

**RETURN TO HUMAN RESOURCES**